

COMMONWEALTH OF VIRGINIA
THE LIBRARY OF VIRGINIA
RECORDS MANAGEMENT AND IMAGING SERVICES DIVISION

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 8**

SCHEDULE TITLE: SHERIFF'S RECORDS

SCHEDULED AGENCIES: ALL SHERIFFS, JAILS, REGIONAL JAILS

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: C. Preston Huff, CRM, STATE RECORDS ADMINISTRATOR
EFFECTIVE SCHEDULE DATE: September 1, 2000

CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the [Virginia Public Records Act](#), Sections 42.1-76, et. seq. of the [Code of Virginia](#) for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the [Certificate of Records Destruction](#) (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion.

Microfilming must be done in accordance with Sections [17VAC15-20-10, et. seq.](#) of the [Virginia Administrative Code](#), "Standards for the Microfilming of Public Records for Archival Retention."

8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.

This schedule is organized in the following format:

Records Series Title - Records Series Number

Records Description

Retention and Disposition Statement

Administrative Records

Documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.

Refer to General Records Retention and Disposition Schedule No. [GS-19](#), Administrative Records for retention guidelines.

Automotive Operations: General

Documents operation and maintenance, not otherwise listed on this schedule, of office's vehicles.

Refer to General Records Retention and Disposition Schedule No. [GS-16](#), General Services Records for retention guidelines.

Automotive Operations: Radar and Tuning Fork Calibrations Files - Series No. 100625

Documents the calibration of radar equipment and related tuning or calibration equipment.

Retain until superseded by a new calibration, then destroy.

Automotive Operations: Radar Equipment Records - Series No. 100626

Documents the maintenance and service of radar equipment.

Retain for life of equipment, then destroy.

Automotive Operations: Speedometer Calibration Files - Series No. 100627

Documents the calibration of speedometers in sheriff's office vehicles.
Retain until superseded by a new calibration, then destroy.

Automotive Operations: Logs, Vehicle - Series No. 100628

Documents the history, assignment, use and status of sheriff's office vehicles.
Retain 2 years after completion, then destroy.

Community Services Program Files - Series No. 100629

Documents the public outreach and community services activities of the sheriff's office.
Retain 1 year or longer if administratively useful, then destroy.

Electronic Records

Documents records created or stored in any electronic format; records not otherwise listed on this schedule.
Refer to General Records Retention and Disposition Schedule No. [GS-23](#), Electronic Records for retention guidelines.

Expungement Orders and Records - Series No. 100630

Documents receipt of and compliance with orders to expunge records of the sheriff and/or jail.
Retain 1 year after completion of expungement, then destroy in compliance with [No. 8](#) on schedule cover page.

Fiscal Records

Documents the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.
Refer to General Records Retention and Disposition Schedule No. [GS-2](#), Fiscal Records for retention guidelines.

Home Detention, Electronic - Series No. 100631

Documents the application and use of electronic monitors for inmates selected for home detention.
Retain 3 years after removal of monitor, then destroy.

Inmate Work Program - Series No. 100632

Documents control of and participation in inmate work programs.
Retain 3 years, then destroy.

Internal Affairs: Complaint Files - Founded - Series No. 100633

Documents complaints made against a member of the sheriff's staff that resulted in additional investigation or charges filed.

Retain 5 years after employee termination or closure, whichever is greater; then destroy in compliance with [No. 8](#) on schedule cover page.

Internal Affairs: Complaint Files - Unfounded - Series No. 100634

Documents complaints made against a member of the sheriff's staff that were investigated and determined to be without merit.

Retain 3 years after close of investigation, then destroy in compliance with [No. 8](#) on schedule cover page.

Inventory, Weapons - Series No. 100635

Documents the inventory and control of weapons and ammunition owned by the sheriff's office.

Retain until superseded, then destroy.

Jail Records: Booking Sheets - Series No. 100636

Documents the initial intake of an inmate into the jail.

Retain 3 years, then destroy.

Jail Records: Canteen, Commissary or Kitchen Records - Series No. 100637

Documents the routine operations and control of jail canteens, commissary and kitchens. Includes inventory control records, inmate accounting records and other related files.

Retain 3 years or until audited, whichever is longer, then destroy.

Jail Records: Court Docket Lists - Series No. 100638

Documents the names and occasions for inmate or employee court docket entries.

Retain 6 months, then destroy.

Jail Records: Court Orders and Abstracts - Series No. 100639

Documents receipt of court orders or abstracts (except expungements) and actions taken pertaining to inmates or employees. Also refer to series [100630](#), "Expungement Orders and Records."

Retain as long as administratively necessary, then destroy.

Jail Records: Incident Records - Series No. 100640

Documents the reporting, investigation and actions taken in regard to inmate or employee incidents.
Retain 3 years after last action, then destroy.

Jail Records: Inmate Classification Records - Series No. 100641

Documents the security or medical classification of inmates prior to assignment within jail areas.
Retain 3 years after classification, then destroy.

Jail Records: Inmate Drug Testing Records - Series No. 100642

Documents any in-house drug testing of inmates while at the facility.
Retain 3 years after testing, then destroy.

Jail Records: Inmate Grievances - Series No. 100643

Documents the receipt of, investigation of and actions taken in regard to inmate grievances.
Retain 3 years after last action, then destroy.

Jail Records: Inmate Headcount Sheet - Series No. 100644

Required for certification and for reporting inmate populations to Compensation Board.
Retain 3 years, then destroy.

Jail Records: Inmate Incarceration Records - Series No. 100645

Documents the history of the inmate and staff interaction with inmates during the period of incarceration at the facility. Also, refer to [100657](#), "Medical Records: Inmate Medical Records."
Retain 3 years after inmate departure, then destroy.

Jail Records: Inmate Medical Appointments - Series No. 100646

Documents schedule of inmate medical appointments both in-house and external.
Retain 3 years after last entry, then destroy.

Jail Records: Inmate Program Records - Series No. 100647

Documents the education, recreation and miscellaneous programs that inmate participated in while at the facility.
Retain 3 years, then destroy.

Jail Records: Inmate Purchase Records - Series No. 100648

Documents the control and use of inmate funds to purchase canteen/commissary items or other services.
Retain 3 years or until audited, whichever is greater, then destroy.

Jail Records: Inmates Released on Bond Before Classification - Series No. 100649

Documents the release of inmates prior to completion of the classification process.
Retain 3 years after release, then destroy.

Jail Records: Inspections - Series No. 100650

Documents the routine inspection of facilities, programs and inmates including findings and actions.
Retain 6 months after completion of next inspection, then destroy.

Jail Records: Jail Register - Series No. 100651

Documents the cumulative booking and release of inmates. A master listing of inmates by initial booking date.
Retain 3 years, then destroy in compliance with [No. 8](#) on schedule cover page.

Jail Records: Parole Notices - Series No. 100652

Documents the receipt of parole notices and actions taken in regard to the notice.
Retain 3 years, then destroy.

Jail Records: Personal Property Records - Series No. 100653

Documents the chain of custody and location of inmate personal property.
Retain 1 year after inmate departure, then destroy.

Jail Records: Revenues and Expenditures Reporting - Series No. 100654

Documents sources and amounts of revenues and expenditures associated with facility operations, as reported to the Compensation Board.
Retain 3 years, then destroy.

Jail Records: Security Logs and Records - Series No. 100655

Documents routine accomplishment of security requirements at the facility.
Retain 3 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Law Enforcement Records

Documents the actions of the Sheriff's Office in regard to law enforcement activities.

Refer to General Records Retention and Disposition Schedule No. [GS-17](#), Law Enforcement Records for retention guidelines.

Logs - Series No. 100656

Documents the occurrence of certain events, including visitors, radio dispatches, safety checks for equipment and buildings, and courtroom activities. This series refers to miscellaneous logs not otherwise listed on this schedule.

Retain 3 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Medical Records: Inmate Medical Record - Series No. 100657

Documents the medical treatment of inmates while at the facility.

Retain 10 years after last treatment, then destroy in compliance with [No. 8](#) on schedule cover sheet.

Medical Records: Medication Logs - Series No. 100658

Documents the routine issue of prescribed medications throughout each day.

Retain 3 years, then destroy in compliance with [No. 8](#) on schedule cover page.

Medical Records: Nursing Reports - Series No. 100659

Documents the routine actions and observations of the nursing staff.

Retain 3 years, then destroy in compliance with [No. 8](#) on schedule cover page.

Medical Records: Physician Verbal Entry List - Series No. 100660

Documents physicians comments to staff and patients while performing examinations or giving treatment.

Retain 3 years, then destroy in compliance with [No. 8](#) on schedule cover page.

Medical Records: Prescription Records - Series No. 100661

Documents the prescription of medications to inmates while in the facility.

Retain 3 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Medical Records: Psychiatric Referral Records - Series No. 100662

Documents inmate referral for in-house or external psychiatric examination and/or treatment.

Retain 3 years after last entry, then destroy in compliance with [No. 8](#) on schedule cover page.

Personnel Records

Documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.
Refer to General Records Retention and Disposition Schedule No. [GS-3](#), Personnel Records for retention guidelines.

Photographs of Arrested Individuals - Series No. 100663

Documents the physical appearance and identification of inmates.
Transfer to series [100645](#) "Inmate Incarceration Records."

Pre-Trial Release Program - Series No. 100664

Documents the pre-trial release of inmates without bond pending next appearance.
Retain 3 years, then destroy.

Process Records: Affidavit, Sheriff's - Series No. 100665

Documents the receipt or recording of an affidavit by or at the sheriff's office.
Retain 21 days, then destroy.

Process Records: Eviction Notices - Series No. 100666

Documents the receipt and service of eviction notices.
Retain 6 months, then destroy.

Process Records: Levy Records - Series No. 100667

Documents the receipt and service of levies to foreclose, seize and/or sell property.
Retain 6 months, then destroy.

Process Records: Processes - Series No. 100668

Documents the receipt and services of a process (legal action) against an individual, family, firm or other entity.
Retain 6 months, then destroy.

Process Records: Residence Verification Records - Series No. 100669

Documents the receipt of a request for and subsequent verification of address.
Retain 3 years, then destroy in compliance with [No. 8](#) on schedule cover page.

Process Records: Warrants - Executed, Copies - Series No. 100670

Documents the receipt of and execution of a written order of a court.

Retain as long as administratively necessary, then destroy.

Process Records: Warrants - Unexecuted Felonies - Series No. 100671

Documents felony warrants issued by court which have not been executed. Does not include capital murder warrants or unexecuted criminal process whose preservation is deemed justifiable by court. Refer to Code of Virginia, Section [19.2-76.1](#).

Retain 7 years after date of issuance, then submit report of unexecuted warrants to Commonwealth's Attorney to be submitted to circuit court in petition to destroy. Upon court order, destroy in compliance with [No. 8](#) on schedule cover sheet.

Process Records: Warrants - Unexecuted Misdemeanors and Other Criminal Process - Series No. 100672

Documents misdemeanor arrest warrants, summonses and capias and other criminal processes which have not been executed. Refer to Code of Virginia, Section [19.2-76.1](#).

Retain 3 years after date of issuance, then submit report of unexecuted warrants to Commonwealth's Attorney to be submitted to circuit court in petition to destroy. Upon court order, destroy in compliance with [No. 8](#) on schedule cover sheet.

Surveillance Tapes - Series No. 100673

Documents the routine monitoring of courts, jails and other facilities through the use of video recordings.

Retain 60 days, then reuse or destroy in compliance with [No. 8](#) on schedule cover page.

Training Records

Documents completion of courses by employees, mandated or optional, related to their job requirements.

Refer to General Records Retention and Disposition Schedule No. [GS-3](#), Personnel Records for retention guidelines.

Transportation of Prisoner Records - Series No. 100674

Documents the movement of prisoners from one place to another. Includes times, dates, employee in charge, prisoners transported, locations where prisoners were transported, etc.

Retain 3 years, then destroy.

Vehicle Property Custody Records - Series No. 100675

Documents the control and status of inmate or citizen vehicles in the custody of the sheriff's office or jail.

Retain 3 years or until audited, whichever is greater, then destroy.

Victim Records

Documents the status and locations of victims of crimes and any payments made through state or local programs.

Refer to General Records Retention and Disposition Schedule No. [GS-17](#), Law Enforcement Records for retention guidelines.